

79-0258/1

OTR 79-1004

25 JAN 1979

MEMORANDUM FOR: NAPA Team

ATTENTION: Mr. Bertrand Harding

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Personnel Development Program (PDP)

REFERENCE: NAPA Team Memo to OTR dated 17 Jan 1979,
Same Subject

1. Your request of 17 January 1979 concerning the usefulness of the Personnel Management Program (PDP) is most welcome, as it is an extremely useful and, we believe, effective procedure in the management of Office of Training (OTR) personnel. If the PDP did not exist or if the requirement that it be utilized on a CIA-wide basis were to be withdrawn, OTR would continue to use it within the Office. (Can it be possible that Agency personnel with whom you spoke who found the PDP to be a wasteful paper exercise were really thinking of the Annual Personnel Plan (APP)?)

2. The PDP Executive List and Executive Development Roster are put together within OTR on an annual basis in compliance with the Office of Personnel instruction. We find it helpful, however, to review and update them each quarter. This frequent review places the PDP in the forefront of OTR's personnel planning and ensures that it is a current, operational personnel tool.

3. The PDP also represents an important link between personnel development throughout the Agency and enrollment in important OTR-conducted training activities. Since mid-1976 enrollment in five important OTR courses has been drawn from individuals identified on the PDP. (In selected instances, this requirement may be waived by the Director of Training.) These PDP-associated courses include the CIA Senior Seminar, the Levinson Leadership Seminar, the Management Seminar, the Midcareer Course and the Program on Creative Management.

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This linkage is intended to ensure that personnel with high potential are afforded the opportunity to attend developmental courses.

4. For all of the above reasons, suffice it to say that OTR endorses the PDP strongly and ~~recommends its continuation.~~


Harry E. Fitzwater

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